

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JUNE 1, 2000  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Larry Hudkins, Vice Chair  
Linda Steinman  
Bob Workman

Commissioners Absent: Bernie Heier

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, County Clerk  
Gwen Thorpe, Deputy County Clerk

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, MAY 25, 2000**

**MOTION:** Steinman moved and Workman seconded approval of the Board of Commissioners Staff Meeting minutes dated Thursday, May 25, 2000. Steinman, Workman and Campbell voted aye. Hudkins was absent from voting. Motion carried.

**2 ADDITIONS TO AGENDA**

There were no additions to the agenda.

**3 COMMISSIONERS MEETING REPORTS** - See Item 12

(Hudkins entered the meeting room.)

**4 BUDGET REVIEW** - Dave Kroeker, Budget & Fiscal Director  
a. Information Services

Doug Thomas, Manager of Information Services, distributed and briefly discussed documentation regarding the Criminal Justice Information Services (CJIS) budget (Exhibit C). He noted that the operating budget is increasing by less than one percent. Approximately \$94,000 is proposed for mainframe upgrades, \$11,200 is proposed for upgrades for CJIS and \$190,000 is proposed for networking.

Also discussed were the historical/projected CJIS rates/costs as shown in the documentation. Thomas said criminal justice costs are decreasing because of a shifting of costs between agencies. One factor, he said, which has an effect on cost is the number of transactions made by agencies.

In response to a question asked by Hudkins regarding a substantial increase in cost for the Corrections Department, Kerry Eagan, Chief Administrative Officer, stated Corrections had their own system (PRIME) and didn't have the CJIS system in place.

Thomas stated that Commissioner Steinman was correct in stating that there would be an increase in usage for the Juvenile Detention Center.

Thomas distributed documentation regarding increases in the Information Technology (I.T.) budget for the County (Exhibit B) and summarized the following:

- Increase in the County's budget for the Information Center because of the addition of full-time employee
- Increase in the Juvenile Detention Center's usage of CJIS
- Web administration and development
- Difference in rates for CJIS
- Advantage Financial System
- Advantage Upgrade

It was noted that the County has an overall increase in its I.T. budget of \$7,011.

**5 VETERANS SERVICE QUARTERLY REPORT & REAPPOINTMENT OF JIM CADA TO THE VETERANS SERVICE COMMITTEE** - Gary Chalupa, County Veterans Services Officer

Gary Chalupa, Veterans Services Officer, distributed copies of the quarterly report (Exhibit D). He stated during the past three years the Nebraska Veterans Aid Fund has averaged between \$100,000 and \$105,000 per year in assistance. \$129,000 has been awarded for the current year.

In response to a question asked by Workman, Chalupa explained that the Nebraska Veterans Aid (NVA) Fund is based upon a \$12,000,000 trust account. Half of those monies are invested in mutual funds and the other half is invested in stocks and bonds. Chalupa stated the last report showed that the NVA Fund is valued at approximately \$28,000,000 for the State of Nebraska.

Campbell asked if a new cemetery is needed.

Chalupa stated a law was passed which created the State Veterans Cemetery System with possible cemetery locations in Grand Island and Alliance. He noted that \$300,000 needs to be appropriated to design and develop the cemeteries, however, it didn't advance from the Appropriations Committee. He added that upon completion of the cemeteries the federal government reimburses the State for the cost.

Chalupa reported that letters were mailed regarding the appointment of a new Veterans Service Committee member. Three responses were returned from three veterans organizations recommending that Jim Cada be reappointed.

It was the consensus of the County Board to request Chalupa to notify the County Clerk's Office regarding the reappointment of James Cada.

Chalupa also informed the County Board that the Veterans Service Office can lease a van from Veterans Administration (VA), in the amount of \$2,400 per year, for the purpose of transporting veterans to medical appointments. He explained that the VA covers maintenance, fuel and insurance. Chalupa stated that Lancaster County does not have a high enough demand to justify such services.

**6 MARSH, INC., CONTRACT** - Bill Kostner, City Risk Manager;  
Diane Staab, Deputy County Attorney

Bill Kostner, City Risk Manager, stated that Marsh, Inc. was the lowest responsive bidder and that it was written into the contract provisions that the price could increase by a maximum of ten percent. He reported that County rates increased \$783 from \$7,833 to \$8,616 and noted that the cost remains below what was paid to Arthur Anderson L.L.P. He added that the services which are offered are very competitive and that Marsh, Inc. is the largest insurance brokerage and consulting firm in the world.

In response to a question asked by Workman, Kostner stated he feels that for the dollars spent the County is receiving a good value, however, he recommended that the contract be reviewed next year.

Workman stated he felt there should be additional options.

Kostner stated he and Georgia Glass, Personnel Director, have concerns regarding some of the analysis which was conducted.

Campbell stated she feels that Marsh, Inc. doesn't give the County Board good data on existing claims.

Kostner stated he feels the County should renew the contract with Marsh, Inc. and conduct an evaluation in January. After the evaluation, an RFP could be initiated, if desired.

Campbell suggested that Kostner, Georgia Glass, Personnel Director, and a representative from Marsh, Inc. meet to discuss concerns expressed by the County and the City.

Kostner reiterated the following concerns expressed by the County Board:

- Additional options (savings to the employee versus what the employee pays out)
- Claims history
- Presentation

Diane Staab, Deputy County Attorney, reminded the County Board that the term of the contract is three years although it can be terminated with a 60 day notice. She also stated the fees can be increased the second year, but there is no provision for an increase the third year.

## **2 ADDITIONS TO AGENDA**

- a. Report on the Juvenile Detention Center
- b. Rental Space Request from Lincoln Action

**MOTION:** Steinman moved and Hudkins seconded approval of the additions to the agenda. Steinman, Hudkins, Workman and Campbell voted aye. Motion carried.

- a. Report on the Juvenile Detention Center

Mark Wieting, Information Services, distributed and briefly discussed the estimates in hours of programming for each module at the new Juvenile Detention Center (Exhibit E). He explained that the pages following the estimates are high level summaries of each module.

In response to a question asked by Campbell regarding the original estimate, Wieting stated it was approximately \$87,000

Dennis Banks, Juvenile Detention Center Director, stated they have two goals:

- Differentiate between adult and juvenile justice system
- Reduce human error

In response to a question asked by Steinman, Tina Dingman, Juvenile Detention Center, responded that they can include whether the individual is a State ward or eligible for Medicaid.

Campbell commented that Information Services projected a cost of \$69,840 and \$79,872 is budgeted.

**7 COUNTY SPECIAL PERMIT 180 & PRELIMINARY PLAT 00006 FOR IRONHORSE ACRES, SOUTH 82<sup>ND</sup> STREET AND PELLA ROAD** - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, distributed documentation regarding County Special Permit 180 and County Preliminary Plat 00006 (Exhibit F). He reported the proposal is immediately east of Hilltop Estates and is a cluster development consisting of 13 lots. He added that the Firth Village Board has approved both the special permit and the preliminary plat. DeKalb noted a recommendation of approval from the Planning Commission.

Also disseminated and reviewed was a memo from the County Engineering Department dated May 30, 2000 offering the following in regard to the special permit and preliminary plat (Exhibit G):

- Easements for the 100 Year Flood Pool shall be submitted from adjacent owners
- All improvements shall be complete prior to final plat approval

Workman inquired about warning sirens for developments.

DeKalb suggested visiting with Doug Ahlberg, Emergency Management Coordinator.

Kerry Eagan, Chief Administrative Officer, stated Ahlberg has been working on the issue. In most cases, he said, outdoor warning devices are placed in common areas or parks. Eagan also stated there are indoor warning devices (Plektron radios) which are more effective.

In response to a question asked by Workman regarding a request for an outside warning siren, Campbell stated regulations need to be in place prior to installation of warning sirens.

DeKalb presented information about potential conflicts involving land use regulations of Gage and Lancaster Counties.

**8 PENDING LITIGATION** - Diane Staab, Deputy County Attorney

**MOTION:** At 10:08 a.m. Hudkins moved and Workman seconded to enter into Executive Session for the purpose of discussing pending litigation. Hudkins, Workman, Steinman and Campbell voted aye. Motion carried.

**MOTION:** At 10:20 a.m. Steinman moved and Workman seconded to exit Executive Session. Steinman, Workman, Hudkins and Campbell voted aye. Motion carried.

## **9 ACTION ITEMS**

- a. Purchase of Laser Printer for Election Commissioner

Kerry Eagan, Chief Administrative Officer, distributed documentation from the Election Commissioner's Office regarding a request for the purchase of a laser printer (Exhibit A).

He stated funding for the equipment is in next year's budget, however, they would like to proceed with ordering.

Campbell suggested that Dave Shively, Election Commissioner, work with Dave Kroeker, Budget & Fiscal Director, on the purchase.

**MOTION:** Hudkins moved and Steinman seconded approval of the purchase of a laser printer for the Election Commission Office with review by Dave Kroeker. Hudkins, Workman, Steinman and Campbell voted aye. Motion carried.

## **10 CONSENT ITEMS**

- a. Vacation request from Mike Thurber for June 23-30, 2000
- b. National Association of County Officials Convention (July 15-17, 2000) in Charlotte, NC

Kerry Eagan, Chief Administrative Officer, indicated he would attend the National Association of County Officials Convention in Charlotte, NC.

**MOTION:** Hudkins moved and Steinman seconded approval of the vacation request from Mike Thurber for June 23-30, 2000 and to authorize Kerry Eagan, Chief Administrative Officer, to attend the National Association of County Officials Convention from July 15 through July 17, 2000 in Charlotte, NC and to represent the County Board. Steinman, Hudkins, Workman and Campbell voted aye. Motion carried.

## **11 ADMINISTRATIVE OFFICER REPORT**

- a. LB 1085 Merger Report

This item was deferred one week to Thursday, June 8, 2000.

- b. Firth Viaduct

Campbell said Don Thomas, County Engineer, indicated that the Firth Village Board feels the viaduct isn't needed, however, the Rural Fire District Board feels that construction should proceed.

Campbell suggested that she, Don Thomas and Larry Hudkins meet with Mike Thew and Dave Johnson, Deputy County Attorneys, to discuss liability/commitment issues.

Campbell stated Thomas suggested the following scenarios:

- ! Allow the village board and the rural fire district board to resolve their conflicting opinions by a date certain
- ! Review the alternative site at Hickman

Hudkins stated he had received a telephone call from an individual who was concerned about the possibility of the viaduct not being constructed at Firth. Following conversation about the alternative location at Hickman, he said, the individual indicated that he would rather the viaduct be built at Hickman because more people use the road. Hudkins stated he felt the community should be made aware of all the alternatives.

Hudkins inquired about future construction of a viaduct at Firth if it is determined that construction take place at Hickman.

Steinman responded that the purpose of the Railroad Transportation Safety District (RTSD) is to determine and review unsafe railroad crossings. She further stated the situation at Firth may come to their attention at some point in the future.

c. Uniform Policy on Records Requests

Kerry Eagan, Chief Administrative Officer, stated Legislative Bill 628 is new legislation relating to the production of public documents. One of the problems, he said, is that the GIS fee structure may be harmed.

He said he has visited with Dave Fall, Register of Deeds, who inquired about establishing a uniform policy for the County regarding photocopy fees for records requests.

Eagan suggested a meeting be held with the County Attorney, Records & Information Management, the County Clerk, Register of Deeds, County Assessor and the County Treasurer to discuss feasibility issues.

Board consensus to hold a meeting with the County Attorney, Records & Information Management, the County Clerk, Register of Deeds, County Assessor and the County Treasurer to discuss feasibility issues.

d. Stipends for Attendance of F<sup>3</sup> Conference in New Orleans, LA

Kerry Eagan, Chief Administrative Officer, stated they will request UPLIFT to pay the stipends with Families First and Foremost making a reimbursement to the organization.

e. Ambulance Statement

Kerry Eagan, Chief Administrative Officer, distributed a draft of a resolution which defines ambulance services needs for the County (Exhibit H). He noted that language has been added to the second paragraph on page one to read as follows: "Ambulance services are presently being provided to these residents by Rural/Metro Medical Services and 17 rural fire districts through an informal agreement with the Lancaster County Mutual Aid Society, now known as the Lancaster County Firefighters Association".

The second change, he said, is on page two, item three (fourth sentence) and reads as follows: "The Lancaster County Medical Society's Medical Direction Board, as an advisory committee to the medical oversight authority, should set medical protocols and policies".

Following discussion, it was the consensus of the County Board to combine sentences four and five on page two, item 3 to read as follows: "The Lancaster County Medical Society's Medical Direction Board, as a committee to the medical oversight authority, should establish standardized medical protocols and policies for the entire service area".

Workman distributed documentation regarding his proposed plan for emergency service compensation from the County to the City (Exhibit I). He asked how the County would compensate the City in the event that the City of Lincoln awards the bid to the fire department.

Steinman stated she is concerned about equality, noting that the residents of the City would have to pay for services and they also pay higher property taxes. She further stated that some rural fire districts currently charge residents within their district for ambulance and advanced life support (ALS) services.

Steinman stated that the fire department proposed in the Request for Information (RFI) that American Medical Response (AMR) provide the non-emergency service which could respond to the entire County.

Workman stated non-emergency calls were not included in his proposed plan for compensation.

Steinman stated the fire department would charge City residents for emergency ambulance services.

Eagan stated an interlocal agreement could be drafted regarding emergency service compensation, however, it becomes very complicated when there are 17 fire districts involved.

Campbell asked what the provider will be required to do when there is an emergency.

Eagan responded that emergency ambulance services would be provided through the existing system. He explained that the fire department had an agreement with the Southwest Rural Fire District that their ambulances would be used as backup units. There would be a contractual relationship with AMR, the fire department and the Southwest Rural Fire District. The remainder would be the same informal agreement with the Lancaster County Firefighters Association which currently exists.

Campbell commented that if every citizen in Lancaster County were taxed for ambulance services there would be those who wouldn't want to be taxed for a service they may never need.

Eagan suggested adding an item five stating "discussions should continue between the City of Lincoln and Lancaster County regarding future of ambulance service needs in the County".

Campbell stated she would rather expend monies on medical oversight.

In response to a question asked by Hudkins, Don Herz, City Finance Director, explained that the AMR rates are the same whether they respond within the City or out in the County. He added that there is also a mileage charge.

Herz also stated that it was his understanding that AMR would handle emergency ambulance services.

The County Board indicated it was their understanding that AMR would respond to non-emergency calls and the fire department would respond to emergencies.

Herz stated he would verify the information and inform Kerry Eagan of his findings.

Steinman commented that she is concerned whether AMR receives ALS training or if they are certified ALS providers. She stated they wouldn't receive as much experience within the County, based on the number of calls, to give them the experience of an ALS provider.

Eagan asked Herz if they were expecting any monies from the County.

Herz responded that they didn't expect that to happen.

Campbell stated the key question is whether the ambulance provider system will work the same inside the City as it will outside or if AMR will be the provider to residents in the County.

Eagan stated the quick response team in the City would be the fire department and in the County it will be the rural fire districts.

## **ADMINISTRATIVE OFFICER REPORT**

- f. Management Team
- g. Letter of Commendation for UNICO

**MOTION:** Steinman moved and Workman seconded approval of the additions to the Administrative Officer Report. Steinman, Workman, Hudkins and Campbell voted aye. Motion carried.

## **ADDITIONS TO THE AGENDA**

- b. Rental Space Request for Lincoln Action Program

Steinman reported that Beattie Braasch, Lincoln Action Program, agreed to the \$600 rental fee for space located in Trabert Hall to conduct the "English as a Second Language" camp for children.

Eagan suggested that Braasch submit a written response to the County Board.

Campbell requested that the Staff Meeting be moved back to 8:45 a.m. on Thursday, June 8, 2000.

## **ADMINISTRATIVE OFFICER REPORT**

- f. Management Team

Board consensus to hold a roundtable discussion at the June 8th Management Team meeting and to cancel the meeting for July.

- g. Letter of Commendation for UNICO

Eagan reported that UNICO is applying for a Request for Proposal (RFP) and that they need a letter indicating their services with the County have been satisfactory.

## **12 DISCUSSION OF BOARD MEMBER MEETINGS**

- a. Lancaster Manor Advisory Committee - Workman

Workman stated Dennis Banks, Juvenile Detention Center Director, spoke at the meeting.

## **13 ADJOURNMENT**

By direction of the Chair, the Staff Meeting was adjourned.